

**CORRESPONDENCE HANDBOOK**

1963

STAT

**3. TRANSMITTAL SLIP, FORM 241**

This slip is used for transmitting correspondence and other material within Headquarters when only one addressee per document is involved.

<b>TRANSMITTAL SLIP</b>		DATE
TO:		
ROOM NO.	BUILDING	
REMARKS:		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

GPO : 1957—O—439445

(47)

**SAME SIZE AS SHOWN**